

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, July 15, 2014 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay, and Schmidt.**

**ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; Bernadette Mueller, Child Support Director; Janet Wimmer, Human Services and Health Director; Ruth Otto, Information Technology Director; Jane Hooper, Clearview Administrator.**

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None were heard.

Motion by Frohling to approve the minutes of the July 1, 2014 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac to approve the minutes. Motion carried.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

Otto stated that a resolution is going to the County Board in August, which will eliminate one (1) full-time vacant Systems Analyst position and create one (1) full-time Database Administrator position. Otto explained that as the County moves to the new Kronos system there is a greater need for someone with the knowledge, skills, and abilities of a Database Administrator. She explained the effective date for this change is January 1, 2015.

Wimmer explained that a memo was included in the meeting packet that the Human Resource Committee members should have received prior to this meeting. She stated that a resolution is going to the County Board in August, which will eliminate five (5) administrative/clerical positions and create five and a half (5.5) direct service positions and that the duties of some of the remaining administrative/clerical positions have been reorganized to better fit the needs of the Department. She explained that recently a voice recognition software program called Dragon has been introduced, which cuts down on the amount of transcription needed. Wimmer explained that by eliminating these administrative/clerical positions she is able to create direct service positions. She explained that these positions are necessary due to the increase in numbers of clients they are serving and the need for increased services in general. She also

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explained the handout that was emailed to the Committee members and answered questions from Committee members.

The Committee reviewed the Personnel Requisitions.

Motion by Frohling to approve the Personnel Requisitions as presented, including the Child Support Specialist I, which is conditional upon an internal promotion to the Child Support Lead Worker opening. Second by Greshay. Motion carried.

One (1) Child Support Lead Worker, Child Support Department

One (1) Child Support Specialist I – Enforcement, Child Support Department

One (1) Division Manager–Community Support Program, Human Services & Health Department

Hooper informed the Committee that as a result of a recent open records request from Gannett Newspapers it was documented that there were two Clearview employees who had a considerable amount of overtime in 2013. Rains and Mielke explained what type of information Gannett Newspapers was looking to obtain through the open records request, which included County employee names, title, wages, employee health insurance premium rates, and overtime. Hooper went on to give a lengthy explanation of Clearview's overtime policy and how overtime is awarded to employees who sign up for open shifts. She explained that the two employees who have the largest amount of over time are always willing to pick up open overtime shifts and because they do so have the most overtime. She explained that these two employees are extremely hard working individuals. She stated that her staff monitors the amount of overtime employees are working and make sure that employees working overtime provide the same level of care. She also stated that she and her management staff are continuing to look at ways to reduce overtime. She stated that one of the ways considered is to create new rotation schedules that will increase the number of hours worked by full time employees. She stated these new rotation schedules would go into effect in 2015. She answered questions from the Committee members. She stated that she wanted the Committee members to be aware of this in case they get any questions from the public or their constituents. The Committee thanked her for providing the information.

Eske informed the Committee that Job Description Questionnaires (JDQ) for the reorganized positions within the Human Services and Health Department are completed. She explained these positions are included in the resolution that Wimmer spoke about earlier in the meeting. She stated that the recommendations from Carlson Dettmann are to place the Customer Service/Support Specialist position into grade 2, Administrative Secretary III into grade 3 and Customer Service and Operations Coordinator into grade 4. Eske explained that these recommendations are in line with other similar positions within each grade.

Motion by Greshay to approve the recommendations as presented. Second by Duchac. Motion carried.

Leave of Absence: None.

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The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: None. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: None. STEP INCREASE: Kelly M. Enright, Deputy Clerk of Courts, Clerk of Courts Department at \$18.09, Pay Grade DC04, Step ST04 effective 08-23-14; Amber M. Griswold, Deputy Clerk of Courts, Clerk of Courts Department at \$18.09, Pay Grade DC04, Step ST04 effective 09-17-14; Peggy A. Novak, Victim-Witness Program Coordinator, District Attorney Department at \$22.85, Pay Grade DC06, Step ST05 effective 08-09-14; Phyllis A. Roberts, Legal Assistant, District Attorney Department at \$19.28, Pay Grade DC04, Step S07A effective 09-01-14; Amanda R. Ackerman, Elderly Benefit Specialist II, Human Services & Health Department at \$21.68, Pay Grade DC06, Step ST03 effective 08-09-14; Mark A. Bebel, HS Supervisor – CPS – Intake, Human Services & Health Department at \$34.66, Pay Grade DC10, Step S09B effective 08-15-14; Maggie S. Block, Account Clerk II, Human Services & Health Department at \$18.10, Pay Grade DC03, Step S09B effective 08-22-14; Cheryl L. Fietzer, Social Service Aid I-Resource Services, Human Services & Health Department at \$17.39, Pay Grade DC02, Step S14A effective 08-23-14; Denise J. Grabarkiewicz, Clinical Secretary II, Human Services & Health Department at \$18.52, Pay Grade DC03, Step S10B effective 08-21-14; Patricia A. Jacob, Transportation Clerk, Human Services & Health Department at \$17.05, Pay Grade DC03, Step S07A effective 08-17-14; Bethany J. Justmann, Medical Records Clerk, Human Services & Health Department at \$15.16, Pay Grade DC03, Step ST02 effective 09-21-14; Laurie Mack, Clinical Secretary II, Human Services & Health Department at \$18.52, Pay Grade DC03, Step S10B effective 09-27-14; Lisa M. Narr, Home & Financial Advisor I, Human Services & Health Department at \$15.16, Pay Grade DC03, Step ST02 effective 09-17-14; Susan M. Neumann, RN Case Manager-Mental Health, Human Services & Health Department at \$30.97, Pay Grade DC08, Step S11A effective 07-29-14; Stephen R. Packee, Counselor III, Human Services & Health Department at \$27.24, Pay Grade DC07, Step S09A effective 07-29-14; Debra J. Wolfram, Social Worker II, Human Services & Health Department at \$26.28, Pay Grade DC07, Step S07B effective 08-17-14; Susan A. Mueller, IT Trainer / Social Media Coordinator, Information Technology Department at \$28.19, Pay Grade DC08, Step S07A effective 09-01-14; Karen L. Boyd, Office Manager, Land Resources & Parks Department at \$28.13, Pay Grade DC06, Step S14B effective 08-06-14; Sandra H. Grosenick, Chief Deputy Register of Deeds, Register of Deeds Department at \$19.12, Pay Grade DC05, Step ST02 effective 07-06-14; Jean A. Lepple, Clerk, Register of Deeds Department at \$14.64, Pay Grade DC02, Step ST06 effective 07-20-14; Nancy J. Basol, Deputy Secretary, Sheriff's Department – Jail Division at \$20.00, Pay Grade DC03, Step S14A effective 04-05-14; Diane C. Dahl, Deputy Secretary, Sheriff's Department – Jail Division at \$20.00, Pay Grade DC03, Step S14A effective 05-03-14; Matthew J. Marvin, Jail Program Specialist-Relief, Sheriff's Department – Jail Division at \$25.47, Pay Grade DC05, Step S14A effective 09-02-14; Kyle S. Opetz, Corporal – Jail, Sheriff's Department – Jail Division at \$26.57, Pay Grade DC06, Step S11B effective 09-02-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Brenda Goldade, Final Orientation Report, Child Support Department

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Karri Ann Huck, First Orientation Report, Clerk of Courts Department  
James Jahn, First Orientation Report, Highway Department  
Dr. Royle G. Eenigenburg, Jr., First Orientation Report, Human Services & Health Department  
Heather Ehrlich, First Orientation Report, Human Services & Health Department  
Sara Gaska, Final Orientation Report, Human Services & Health Department  
Lorna Herrera, First Orientation Report, Human Services & Health Department  
Amy Muenchow, Second Orientation Report, Human Services & Health Department  
Kaylin Reeb, First Orientation Report, Human Services & Health Department  
Matthew L. Regan, First Orientation Report, Sheriff's Department – Jail Division  
Matthew L. Regan, Second Orientation Report, Sheriff's Department–Jail Division

Committee Member Reports: None.

**HR Director's Report:**

- a) Disciplinary Actions: None to report.
- b) Grievances and Arbitrations: Rains informed the Committee that Eske is attempting to schedule two (2) grievances from the Sworn Union for the August 19 meeting.

Rains explained that the Heidi Burden Equal Rights claim is moving forward and that he is attempting to schedule a date to hold depositions.

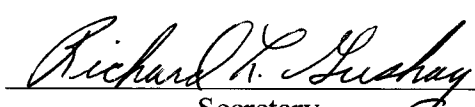
Future Agenda Items:

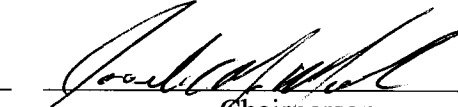
Rains indicated that he is adding an item to the next meeting agenda to include convening into Closed Session to discuss the County's initial proposals for the upcoming Sworn Union negotiations. Marsik indicated that Janice Bobholz, County Board Supervisor, plans to attend the next meeting to discuss her findings related to a Nepotism/Fraternization Policy.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **August 5, 2014 and August 19, 2014 at 9:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:00 a.m.

  
Secretary

  
Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.